

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Job Insurance Quality Auditor Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00881	Job Insurance Quality Auditor 1
00882	Job Insurance Quality Auditor 2

Series Concept

Positions in these classes perform various types of control audits to assess and improve the State administration of the unemployment insurance program and revenue collection, and to reduce inaccurate benefit payments and claim denials, administrative errors and abuse in the unemployment insurance system.

Exclusions

The following are excluded from classification within this series:

1. Positions performing financial and administrative audits not requiring knowledge in a specialized program area such as job insurance, which should be classified in the Field Auditor Series.
2. Positions performing financial and administrative audits requiring knowledge of a specialized program area such as banking, which should be classified in a class appropriate to that program area (e.g., Bank Examiner, Credit Union Examiner).

Class Distinctions

Job Insurance Quality Auditor 1

Employees perform auditing tasks in a training capacity, in the auditing and assessment of records and procedures related to the denial and payment of unemployment insurance benefits and tax collection.

Job Insurance Quality Auditor 2

Employees perform skilled journey tasks in the auditing and assessment of records and procedures related to the denial and payment of unemployment insurance benefits and tax collection.

Effective date: 10/11 BR